

MWI 4300.1

Revision A

EFFECTIVE DATE: January 31, 2003

EXPIRATION DATE: January 31, 2008

MARSHALL WORK INSTRUCTION

AD01

DISPOSAL TURN-INS / REUTILIZATION SCREENING

CHECK THE MASTER LIST at
<https://repository.msfc.nasa.gov/directives/directives.htm>
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 2 of 15

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		4/10/00	This document replaces MMI 4350.2, MMI 4310.1, and the disposal portion of MM 4000.1.
Revision	A	1/31/03	Fixed URL in footer, changed the numbering in section 3 from letters to numbers, deleted the old cancellation statement replacing it with the current cancellation statement. Added NPDMS and pickup document to definitions, Section 6, removed, "This procedure does not apply to CSOC.". Added statement in section 6, "The user must ensure equipment is rendered free of any hazardous material or waste prior to processing for turn in action." In section 6.1.2.1, added "must contact security" when disposing of combination safes. 6.1.4, changed opens to closes. Section 9, Removed forms as official records and added the statement, "All official disposal records are maintained within the Marshall Space Flight Center's legacy system, NPDMS. Removed any reference to APRS (Automated Procurement Request System). Removed references to ADP and ADPE and replaced with IT.

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 3 of 15

1. PURPOSE

The purpose of this Marshall Work Instruction (MWI) is to implement instructions pertaining to the property disposal and reutilization functions of the Center.

2. APPLICABILITY

The provisions of this MWI are applicable to all personnel engaged in property disposal and reutilization activities within Marshall Space Flight Center (MSFC) including onsite contractors when contractually specified. This document does not apply to the disposal of hazardous waste. Hazardous waste disposal will be in accordance with MPG 8870.1.

3. APPLICABLE DOCUMENTS

- 3.1 MPG 8500.1, "MSFC Environmental Management Program"
- 3.2 MWI 5100.1, "Procurement Initiator's Guide"
- 3.3 NPG 1441.1, "NASA Records Retention Schedules"
- 3.4 NPD 4300.1, "NASA Personal Property Disposal Policy"
- 3.5 NPG 4310.1, "Identification and Disposition of NASA Artifacts"

4. REFERENCES

None

5. DEFINITIONS

5.1 Accountable Contractors. Onsite or offsite contractors with Government property who maintain their own property control system and procedures governing the control of Government-provided property.

5.2 Artifacts.

5.2.1 Artifacts, in accordance with NPG 4310.1, as applied to NASA, are unique objects that document the history of the science and technology of aeronautics and astronautics. Their significance and interest stem mainly from their relation to the following: historic flights, programs, activities, or incidents; achievements or improvements in technology; our understanding of the universe; and important or well-known personalities.

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 4 of 15

5.2.2 Space-related artifacts may include, but are not limited to: objects such as major program vehicle components, unique devices, prototype and proof test articles, payloads or individual instruments, flight spares, astronaut tools and paraphernalia, design concept models, and high-fidelity simulators. Aeronautics artifacts include, but are not limited to: experimental aircraft, test and simulation devices, prototype systems, structural and test models, and flight-tested materials.

5.3 Computing and Communications Asset Information Management System (CCAIMS). Data base system containing management information and data on Office of the Chief Information Officer (CIO)-managed assets used by ISD management, ISD support staff, PrISMS management, and PrISMS service providers.

5.4 Condition Code. An alphabetic or alphabetic/numeric code designation indicating the physical condition of property (see Appendix A for the codes).

5.5 CSOC. Consolidated Space Operations Contract.

5.6 Contractor Excess. Personal property which is accountable to a contractor and determined to be unnecessary to the needs and scope of the contractor.

5.7 Customer Support Assistant (CSA). Institutional services contractor responsible for providing property support to MSFC users of Government property.

5.8 Disposal. The process of transferring NASA excess personal property to another Federal agency, donating, selling, abandoning, or destroying surplus personal property.

5.9 Excess. Personal property which is determined to be unnecessary to the needs and discharge of the responsibilities of an individual, organization, installation, or agency.

5.10 Exchange/Sale Property. Personal property, not excess to the needs of the holding installation but eligible for replacement, which is exchanged or sold in order to apply the exchange allowance or proceeds of sale in whole or part payment for the replacement of a similar (like) item.

5.11 Federal Excess Disposal System (FEDS). Online Government system which enables all Government agencies to screen other

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 5 of 15

Federal agencies for possible reutilization of Government property prior to purchase of new item.

5.12 Information Technology (IT). Reference definition in MPD 2800.1, "Management of Information Technology Systems and Services at MSFC."

5.13 Installation Property. Government property located at NASA installations which is under the responsibility of the Supply and Equipment Management Officer and is recorded either in the NASA Equipment Management System (NEMS) or NASA Supply Management System (NSMS).

5.14 Institutional Services Contractor (ISC). Contractor responsible for providing property support to the Center.

5.15 NASA Equipment Management System (NEMS). Agencywide data base of NASA controlled/tagged equipment.

5.16 NISC. NASA Information Support Center.

5.17 NPDMS. NASA Property Disposal Management System. The NPDMS provides NASA with an agency wide disposal management tracking system to support operational requirements for the utilization, transfer, donation, sales, or other disposal of Idle NASA Personal Property. This property consists of foreign or domestic (including Exchange/Sale and Abandoned or Unclaimed Personal Property) personal property that is no longer required by the custodian organization within a NASA site or contractor for the needs or the discharge of its responsibilities. NPDMS includes standard query reports, automatic standard reports, data entry, editing, and validation, and active and historical case maintenance.

5.18 NASA Supply Management System (NSMS). Agency wide data base of NASA materials.

5.19 NEMS Reutilization. Institutional services contractor responsible for coordinating the reassignment of excess property, including transfer of accountability within an installation or contractor, or from one NASA installation or contractor to another NASA installation or contractor.

5.20 Organizational Property Managers. Individual(s) responsible for providing property oversight to MSFC users on all property-related issues.

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 6 of 15

5.21 Outsourcing Desktop Initiative for NASA (ODIN). Contractor responsible for providing IT desktop support to the Center.

5.22 Pickup Document. NASA Form (NF) 1638, "NASA Property Disposal Management System (NPDMS) Excess Personal Property Pickup Authorization" or the SRS document.

5.23 Program Information Systems Mission Services (PrISMS). Accountable contractor responsible for providing Program Information Systems Mission support to the Center.

5.24 Property Disposal Officer (PDO). The official appointed by the installation director responsible for managing the installation's screening, redistribution, and disposal functions. (See NPG 4300.1)

5.25 PMG. Property Management Group

5.26 ROI. Report of Incident. A report written by NASA security on any incident that they are called to investigate.

5.27 Safe. Security container.

5.28 SRS. Service Request System. The Web-based request system for resources from Center Operations.

5.29 SWO. Service Work Order.

5.30 SEMO. Supply and Equipment Management Officer.

5.31 "Want List". A listing of property that customers/users provide to NEMS/Reutilization in order to pre-screen or screen MSFC and other Federal agencies excess to see if items are available for transfer to MSFC (see Appendix B).

6. INSTRUCTIONS

Customers requiring disposal of property will maintain responsibility for all property until picked up by appropriate contractor.

In addition, if the user believes the property to be an artifact, a description of the item's relationship to the historically significant program or project, system, subsystem, prototype, test unit, or facility is needed. The artifact will be accompanied by other identifying documents such as operating handbooks, summary reports, drawings, log books, photographs, videotapes, motion picture film, audio tapes, and historically

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 7 of 15

significant telemetry and test data. If possible, a recent photograph of the artifact will accompany the turn-in document.

The user must ensure equipment is rendered free of any hazardous material or waste prior to processing for turn in action and that all facilities have been disconnected, such as electrical, plumbing, air conditioning, etc.

<u>Actionee</u>	<u>Subpart</u>	<u>Action</u>
	6.1	Disposal Turn-ins
Customer/User	6.1.1	Accesses service online via the Inside Marshall home page (inside.msfc.nasa.gov). Select "One Stop Service" at the top of the page. Either enters "disposal" in the search field or selects disposal from the Service Category drop down list. Clicks on the link (URL https://srs.msfc.nasa.gov/catalog/bin/home.asp) describing the service being requested and follows the online instructions.
		If special assistance is required, contacts NISC at 544-HELP, option 0.
SRS	6.1.2	Interactive system receives and processes information:
	6.1.2.1	Takes the following basic disposal information for property management in the following categories: <ul style="list-style-type: none"> • Requestor name • Organization code • Telephone number • Location of equipment (building and room numbers) • Organizational property manager's name • Department manager's name (has this request to excess been discussed with department manager prior to this request Y/N) • Brief description and estimated condition of the property

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 8 of 15

- ECN, CSOC, or ODIN number (as applicable)
- Quantity
- Additional remarks (i.e., locked room, point of contact, etc.)
- Type of property:
 - ◆ controlled equipment
 - ◆ non-controlled equipment (includes furniture)
 - ◆ combination safes (must contact security)

	6.1.2.2	Assigns service work order number.
	6.1.2.3	Sends notification to department manager via e-mail with embedded link to approval screen for action.
Department Manager	6.1.3	Clicks on the link to the approval screen. Reviews and either approves or disapproves.
SRS	6.1.4	If disapproved, cancels turn-in service work order, sends notification to customer, and closes relocation/reutilization work order.
	6.1.4.1	If approved, looks up user in CCAIMS, determines accountable custodian (NEMS control, ODIN, PrISMS), and sends notification for approval to applicable custodian. Note: For all non-controlled property, ISC/NEMS control processes the request.
ISC/NEMS Control, ODIN, PrISMS	6.1.5	For property requiring special excess approval, seeks functional management approval per MWI 5100.1, "Procurement Initiator's Guide," Appendices C and D. Turn-in approvals are the same levels as required for the original procurement.
	6.1.5.1	Initiates a service work request to have all IT data removed and to have safe combinations changed to generic.
	6.1.5.2	Notify SRS/Remedy to close service work

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 9 of 15

request after actions in 6.1.5.1 have been completed.

6.1.5.3 Ensures that MSFC Label 55, "Data Removal Certification Tag," is affixed to any IT equipment.

6.1.5.4 For installation Government property, processes appropriate transaction in NEMS for controlled equipment citing the service work order in "Local Data."

a. Forwards pick up document, and provides pick up document to disposal contractor.

b. Updates status in SRS/Remedy when NEMS updates have been accomplished.

c. Provides updates to SRS/Remedy for non-controlled property.

6.1.5.5 For contractor accountable, non-NEMS Government property, ODIN, and PrISMS Custodians will process appropriate DD 1149.

a. Obtains appropriate approvals per MWI 5100.1.

b. Updates status in SRS/Remedy when paperwork has been forwarded to disposal contractor.

Disposal
Contractor

6.1.6 Upon receipt of appropriate pickup documents:

6.1.6.1 Picks up items and updates SRS/Remedy when item has been picked up.

6.1.6.2 Verifies whether equipment has been cannibalized, damaged, drives cleared, fluids drained, and if the property meets hazardous criteria or size and weight limitation.

6.1.6.3 If items are not acceptable for pickup, disposal contractor updates status in

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 10 of 15

SRS/Remedy and identifies the circumstances for non-pickup.

- | | | |
|---------------------|------------|--|
| | 6.1.6.4 | Leaves a written receipt with the customer or initiator if they are present or forwards to customer or initiator through the mail if they are not present. |
| | 6.1.6.5 | Screens items over 4,000 pounds for possible in place sale. Notifies PDO/customer on items exceeding size and weight limits. |
| | 6.1.6.6 | If item cannot be located, disposal contractor will update SRS/Remedy to reflect that status. |
| SRS/Remedy | 6.1.7 | Will notify the user and appropriate contractors (ISC/ODIN/PrISMS) when property cannot be located for further investigation. |
| Customer/User | 6.1.8 | Attempts to locate missing items. |
| | 6.1.8.1 | If theft is suspected, notifies security immediately. Note: Even when theft is not suspected, missing items valued at over \$100,000 are to be reported to security immediately. |
| | 6.1.8.2 | If after 3 days missing items are not located, user must notify security, and initiate a Report of Survey and Report of Incident (ROI). |
| ISC/ODIN/
PrISMS | 6.1.9 | Verifies that Report of Survey and Report of Incident have been initiated by customer/user or contacts user/customer to initiate Report of Survey and Report of Incident. |
| SRS/Remedy | 6.1.10 | Closes service work order when property has been located or Report of Survey has been initiated. |
| | 6.2 | Reutilization Screening |
| Initiator | 6.2.1 | Will forward all procurement requests to |

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 11 of 15

ISC/NEMS Reutilization for screening against excess listings for possible reutilization of property in lieu of new procurement. Pre-screens pending procurement against FEDS, if available.

ISC/NEMS
Reutilization

6.2.2

Screens all contractor and government procurements for possible reutilization prior to new procurement.

6.2.2.1

Inquires if initiator has pre-screened through FEDS.

a. If initiator has not pre-screened, will offer training to initiator on how to access FEDS.

b. If initiator has pre-screened, stamps "item is not available" and returns document to initiator.

6.2.2.2

Receives contractor requests to purchase Government property via a DD Form 1419 or a "Want List" from MSFC users.

6.2.2.3

Screens Federal Government systems to see if items are available in lieu of new procurement.

a. If item is not available, stamps "non availability" and returns document to initiator.

b. If item is available, places a "hold" on the item and contacts the initiator.

6.2.2.4

If initiator refuses item, lifts "hold" on equipment, stamps "non availability" on document, and returns to initiator.

6.2.2.5

If initiator accepts item, communicates required process to continue reutilization.

Initiator

6.2.3

Provides shipping information to reutilization coordinator.

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 12 of 15

ISC/ Reutilization Coordinator	6.2.4	Processes shipping request and forwards document to PDO for signature.
	6.2.4.1	Initiates Standard Form (SF) 122, Transfer Order Excess Personal Property and routes through all approvals before PDO review.
PMG	6.2.5	PDO signs shipping document, reviews and approves SF 122, and returns to reutilization coordinator.
ISC/ Reutilization Coordinator	6.2.6	Coordinates efforts internally with ISC Transportation Department to arrange for shipments.
	6.2.6.1	Monitors and tracks process throughout to include delivery of equipment to initiator.
ISC/ Transportation Department	6.2.7	Receives property and delivers to initiator.

7. NOTES

A listing of points of contact, (i.e., ISC, PMG, etc.), can be obtained by dialing "544-HELP" or accessing "One Stop Service" on the MSFC Web Site, Inside Marshall.

8. SAFETY PRECAUTIONS AND WARNING NOTES

For reasons of both safety and user accountability, under no circumstances should the customer/user place excess property in the halls/building corridors.

9. RECORDS

All official disposal records are maintained within NPDMS. All data within NPDMS is backed up nightly and weekly. The data is retained for the life of NPDMS.

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

CHECK THE MASTER LIST at <https://repository.msfc.nasa.gov/directives/directives.htm>
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 13 of 15

None

12. CANCELLATION

MWI 4300.1 Baseline dated April 10, 2000

Original signed by
Axel Roth for

A. G. Stephenson
Director

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 14 of 15

APPENDIX A

CONDITION CODES	
<u>Disposal Condition Code</u>	<u>Brief Definition</u>
1	Unused -- good
4	Used - - good
7	Usable - -repairs required
X	Salvage
S	Scrap

Marshall Work Instruction AD01		
Disposal Turn-Ins/ Reutilization Screening	MWI 4300.1	Revision: A
	Date: January 31, 2003	Page 15 of 15

APPENDIX B

"WANT LIST"

User name:

Org Code/Name:

Phone:

Building:

Room:

A brief justification for needing the item(s):

Funding information:

Brand Name:

Manufacturer:

Part Number:

Model Number:

Size:

Weight:

Load Capacity:

Quantity:

Other Info:

The more information you furnish, the better chance we have of finding a compatible item for you.

If the item is in the MSFC disposal process but it hasn't been sold as excess property yet, provide the old equipment control number (ECN).

If you have any questions, call 544-9419. Upon completion of the form, click "submit" to automatically e-mail the form to the ISC/NEMS Reutilization Coordinator at <http://inside.msfc.nasa.gov/OSS/descriptions/eproperty.html>.
